

## **CONSULTANTS AND CPAs NEEDED!**

**FREE\*\* FEDERAL ACQUISITION REGULATION (FAR) AND OVERHEAD RATE TRAINING AVAILABLE!!**

**When:** September 19-23, 2011, classes will run 7:30 - 5pm

**Where:** ITD District 3, 8150 W Chinden Blvd, Boise

**Who:** A/E Consultants and CPAs

**Cost:** Free\*\*. Normally this course would cost \$200-\$300 per day. This is a one-time opportunity! Governmental Accounting CPE will be issued for those needing it.

### **Details:**

Idaho has been selected as a host for a pilot training program designed to supplement/clarify the AASHTO Uniform Audit & Accounting Guide (2010 Edition). The training will be offered through the National Highway Institute (NHI), which is a training arm of the Federal Highway Administration (FHWA).

Below is information about when the course is and what it will cover.

**Seating is limited.** There is a possibility of one spot available for your firm for a principal / transportation manager / project manager in Monday's class with a spot available for the person responsible for the accounting/overhead rate for your firm in Tuesday/Wednesday's class and Thursday/Friday if they wish. CPAs should plan on attending both classes Tuesday - Friday.

The course is virtually FREE\*\* because it is a "quid pro quo" type of event. For the ability to participate at no cost, we are asking students for their candid feedback and evaluation of the content/presentation. We will need the participants to stay for a short time following the sessions each day to get feedback about the effectiveness of the course materials, presentation, and related exercises. **Continuing Professional Education will be available.**

\* **Monday** will be An Overview of the Architectural and Engineering (A/E) Consulting Firms Audits: a one day introductory course designed for a wide variety of individuals who are involved in procuring architectural-engineering (A/E) services or administering A/E contracts. Principals and Project Managers should attend this course.

\* **Tuesday-Wednesday** will be the AASHTO Uniform Audit and Accounting Guide Part 1. This will be a two day intermediate (much more detailed than the overview) "meat and potatoes" discussion of the AASHTO Guide and will be especially useful for CFOs, accounting managers, billing staff, and internal and external auditors. **This course is a prerequisite for the Thursday-Friday course.**

\* **Thursday-Friday** will be AASHTO Uniform Audit and Accounting Guide Part 2. This course will provide detailed requirements for auditing indirect cost schedules and for determining acceptable practices for reviewing the work of external CPA auditors. This course will be valuable to all financial management staff, but will be of special interest to CFOs, State DOT auditors, and external CPAs. **You must have taken NHI Course 2 before this.** A two day advanced course developed for a wide variety of practitioners who want to be able to perform the audit or audit compliance review function in accordance with the AASHTO Audit Guide. The course focuses primarily on audit requirements and procedures designed to develop reasonable assurance that indirect cost (overhead) rates are developed in accordance with applicable Federal regulations and guidance.

As this course is a pilot, and is being offered on an invitational basis, I would advise the potential attendees that:

\* They must commit to attend the entire course(s) they register for (i.e., not just drop in for a few hours here and there). They should not expect to be able to leave the class for a meeting/appointments/etc.

\* There will be periodic breaks to use the restroom, get a cigarette, or return phone calls. Lunch might be short (30 minutes) and might have to be ordered in. More information will be forth-coming on this.

\* The class is participative, and their active participation and feedback are very important.

\* They should be prepared to do a 15 - 30 minute debrief (provide feedback at the end of each day)

\* Cell phones will be required to be turned off. Lap tops should not be brought to class.

\*\* There will be a small administrative fee of \$5 per day to pay for a light continental breakfast, drinks, and snacks during breaks. We will attempt to collect only what will be spent. Any excess funds remaining will be donated to the Idaho State Highway Fund. **Please make checks available to: NHI OVERHEAD RATE CLASS.** Mail to: NHI Overhead Class, Attn: Mike Cram, PO Box 7129, Boise, Idaho 83707-1129. Receipts will be available for those requesting them at the training.

Please RSVP with Mike Cram to reserve your space but only if you are certain you will be able to attend.

Please direct any questions, comments or concerns to me at (208) 334-8829 or [mike.cram@itd.idaho.gov](mailto:mike.cram@itd.idaho.gov)

Thank you. ~ Mike